

## Resident Registration Priority

The City of Redmond has established a policy giving registration priority to residents living or working within the Redmond City limits. The city limits weave along NE 116 to NE 124 St on the north, and approximately 186 Ave NE on the East. The western boundary weaves along 132 Ave NE until Bridle Crest Trail (NE 60th), then goes east to 148 Ave NE. The southern boundary varies. All 98053 zip codes are outside the city limits, as well as some 98052 zip codes. See page 48 for registration instructions and timelines.

## Age Requirements

To ensure a successful program experience for your child, program age requirements are established by the instructors and the recreation program coordinators. Appropriate age requirements are determined for each program based on developmental guidelines and staff experience working with the children in each of the program areas. By staying firm on these age requirements, the integrity of the program is maintained for the children and families who are the correct age.

## Disability Assistance

If you have a disability and need an accommodation to fully participate in a class, please take the following steps:

1. Register for any and all classes in which you want to participate. You must meet all general class requirements to register for a class such as age, gender, and pre-requisites.
2. After registering, contact Inclusion Services as soon as possible to discuss your accommodation needs. At least two weeks notice for all accommodations is requested so that the City of Redmond may successfully meet your needs.

Inclusion Services Office: 425-556-2330 or [beggerudd@redmond.gov](mailto:beggerudd@redmond.gov).



## Holiday Closures

The Parks and Recreation office will be closed September 5, November 24-25 and December 23-26. Regular office hours are 8am-8pm, Monday through Friday.

## Inclement Weather Policy

The safety of program participants is of prime consideration when determining if programs should be canceled due to inclement weather. Programs meeting in school facilities will automatically be canceled if the schools are closed. Generally programs offered in city facilities will also be canceled if the schools close. Weekend programs will be canceled at the discretion of the Recreation Division Manager or designee, if unsafe conditions exist. Cancellation information will be available on the department's main line at 425-556-2300, and radio stations will be notified.

## Photographs/Videography

Photos/videos taken during programs may be used for promotional purposes. If you do not want your photos or videos published, please check the appropriate box on the Medical Information form that you bring to the first class.

## Got a good photo?

We are looking for photos of recreation programs and participants for our future guides. If you have a photo that you would like to share with us, please send them to [recreationoffice@redmond.gov](mailto:recreationoffice@redmond.gov). Photo credit will be given, so be sure to include your name and/or business.

## Mailing List -- Are you on ours?

A general mailing to all families with Redmond addresses is made only for the Spring/Summer Recreation Guide. The Fall and Winter quarter Recreation Guides are mailed to all families who have participated in one of our programs within the last two years. So, please share your information with friends or neighbors who may not have received one. They may call and request a Recreation Guide at 425-556-2300, or pick one up at either the Redmond, Woodinville or Sammamish Libraries, or at the Old Redmond Schoolhouse Community Center.

## Child Safety Information

All Redmond Parks & Recreation facilities are open to the public. For your child's safety, please observe the following procedures outlined for attending programs:

Children must be accompanied or visually supervised by an adult at all times when using Parks & Recreation facilities.

For registered classes/programs:

- Children need to be walked to/from the classroom or park site.
- You may be asked to sign your child in/out of class.
- Notify staff if someone other than you will be dropping off/picking up your child.
- Each child must have a current emergency medical form on file.

Never leave your child outside a building or drop them off in a park to walk to class alone or with another youngster!

## Late Pick-Up:

- Please call the Recreation Office at 425-556-2300, or the number provided by Program Staff if you are running late.
- Late fees will be charged if parents/guardians are more than 15 minutes late.



## Instructors Wanted!

Do you have special knowledge or a skill you are willing to share in a class or workshop?

If you are interested in offering programs through our department, please contact us at [recreationoffice@redmond.gov](mailto:recreationoffice@redmond.gov) or 425-556-2300 to request a program proposal packet. We appreciate your interest in your community!